



DEPARTMENT OF THE NAVY  
THE ASSISTANT SECRETARY OF THE NAVY  
(INSTALLATIONS AND ENVIRONMENT)  
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WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION


SUBJECT: Agency Tender Official for Standard or Streamlined A-76 Competitions

Reference: Office of Management and Budget Circular A-76: Performance of Commercial Activities, revised 29 May 2003

The reference requires the Department of Navy (DoN) to appoint an Agency Tender Official (ATO) to standard competitions and, when appropriate, to streamlined competitions. The ATO is the official representative of the agency team competing against a private contractor in an A-76 competition. The ATO is responsible for developing, certifying and presenting the agency tender in a competition. Additionally, the ATO is a directly interested party and may file a protest challenging the results of the competition with the GAO.

The Department of Defense Competitive Sourcing Official—the Deputy Undersecretary of Defense, Installations and Environment (DUSD (I&E))—has delegated the appointment of competition officials to the Component Competitive Sourcing Official (CCSO). The CCSO for DoN is the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)). Nomination packages for an ATO for a competition must be forwarded to ASN (I&E) for approval.

Candidates for an ATO appointment shall: (1) be a senior grade civilian; (2) demonstrate an understanding of procurement and proposal evaluation process; (3) have successfully completed DoN Costing Policy training and Agency Tender Official training course or, in the alternative, other approved classes. To ensure appropriate coordination and staffing, the addressees shall submit nomination packages to the appropriate Competitive Sourcing Program Manager, OPNAV N12 for Navy activities and HQMC LR for Marine Corps activities, for endorsement. The proposed nominations shall then be forwarded to the Strategic Sourcing Program Director for review and coordination prior to CCSO approval.

  
BJ Penn

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